

**Tasking Memorandum No. 99-179**

**Memorandum For** Cdrs District East and DCMC CAOs Atlanta, Birmingham, Orlando, St Augustine, Clearwater, Pratt & Whitney, Northrop Grumman, APMO, PEMCO, Baltimore, Lockheed Martin Marietta and Orlando

**Subject:** Operational Test of Automated Work Request for Automatic Closeout of Defense Logistics Agency (DLA) Other Disbursing Office (ODO) Contracts

**Date:** May 17, 99

**Target Audience:** CAO Operations Teams

**Requirement(s):**

A functional test was performed for Automated Work Request (AWR) Automatic Closeout of DLA ODO contracts from 5 to 17 April 1999. The functional test was a success and certified April 17, 1999. The Operational Test is scheduled from May 20, through July 7, 1999. We will utilize, the Mechanization of Contract Administration Services database, MOCG. There will be no additional efforts required for automatic closeout of contracts. ODO workshops were conducted last year for those individuals performing ODO input and closeout. Additional guidance for ODOs is posted in the Contract Receipt, Review, and Postaward Planning One Book Chapter; Paragraph 4 F 2) e. The program is expected to enhance performance to the DLA ODO contracts as follows:

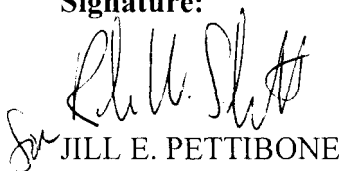
- Establish Standard ACO coded R9 remark 70 for DLA ODO contracts.
- The new standard ACO coded R9 70 remark shall be criteria for assignment to CAR Part A.
- When a contract is received by batch (MILSCAP/EDI), the Standard ACO coded R9 remarks 54 or 70 shall be automatically generated
- If the paying office DODAAC cited on contract is not SC 10 16, SC 10 18, or SC 1032 and does not start with "HQ", then the contract is considered an ODO.
- If paying office DODAAC is S33 181, S33 184, S44073, S36054, or SC01 00, (SAMMS Payment Office Codes) the system shall automatically generate R9 remark 70.
- If any paying office DODAAC cited on the contract does not begin with "HQ", except SC 10 16, SC 10 18, or SC 1032, and another paying office DODAAC does not begin with "HQ" except SC 1016, SC 1018 or SC 1032, the system shall generate R9 remark 54.
- Manual input of the R9 remarks 54 or 70 shall be required when inputting an ODO contract on-line.
- When a DLA ODO contract is received by batch (MILSCAP/EDI), the system shall automatically generate the payment office DODAAC on Backlog Report number UNMC700E.
- The payment office shall be blank on report UNMC700E for contracts manually added to the contract inventory.

- When a DLA ODO (Payment DODAAC S33181, S33184, S44073 S36054 or SC0 100) contract is in Part A, Section 2 and has an R9 remark 70, then the system shall automatically move the contract from Section 2 to Section 5 (closed) 30 days after the physically complete date.
- During this operational test if there are any problems encountered, problem sheets should be written immediately and submitted electronically to Pat Hartley, Atlanta FASS team member, (770) 590-2115, DSN 697-2115, E-mail [phartley@dcmdc.dla.mil](mailto:phartley@dcmdc.dla.mil). A copy of the problem sheet is attached. A copy of the screen print may be required; therefore, the user should make a print of the screen where the problem occurred.
- Ms. Hartley will review the problem sheets and work with the program manager at the Defense System Design Center (DSDC) to correct any identified programmatic problems.
- It is imperative that the production history is built prior to contract closeout and that adequate review is performed during this period to ensure that the actions cited above are as identified. Automatic closure of DLA ODO contracts will operate the same as a Part B in today's operation with the exception that closure will be 30 days from the physical complete date.

**Point of Contact for the Operational Test:** Pat Hartley, [phartley@dcmdc.dla.mil](mailto:phartley@dcmdc.dla.mil), DCMDE Atlanta Functional and System Support Team (FASST)

**Point of Contact for Further Information:** Vivian Hill, [vivian.hill@hq.dla.mil](mailto:vivian.hill@hq.dla.mil), Contract Financing and Payment, DCMC-OA, 703 767-2371/DSN 427-2371

**Signature:**



JILL E. PETTIBONE  
Executive Director  
Contract Management Operations

Attachment

**PROBLEM SHEET FOR DLA ODO ENVIRONMENTAL TEST**  
**MAY 20-JULY 20,1999**

**NAME:**

**OFFICE:**

**PHONE NUMBER:**

**DATE:**

**DESCRIPTION OF THE PROBLEM**

**SCREEN NUMBER:**

**SCREEN TITLE:**

**And/Or**

**REPORT NUMBER:**

**REPORT TITLE:**

**NARRATIVE:**